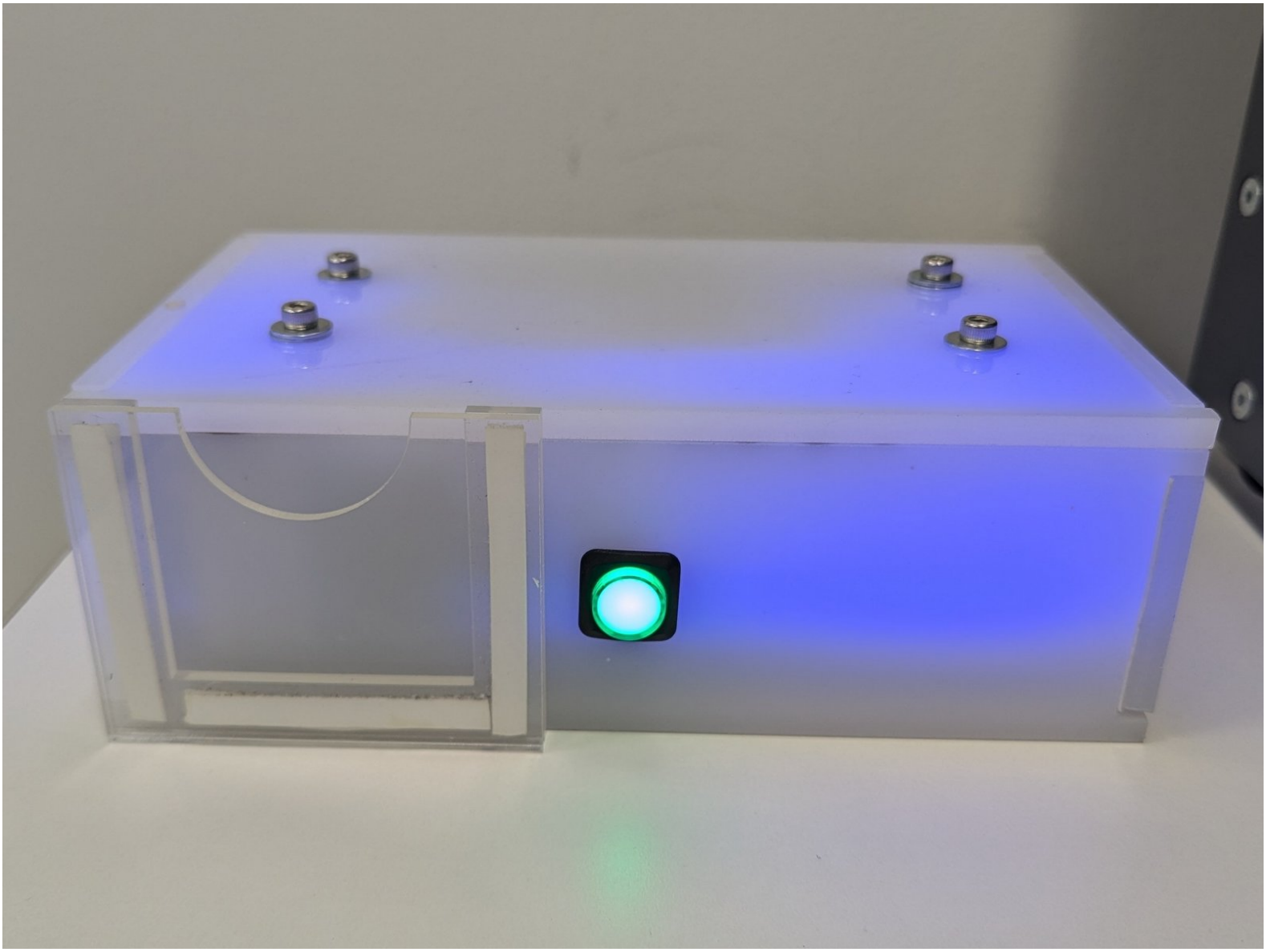
Using Portal boxes

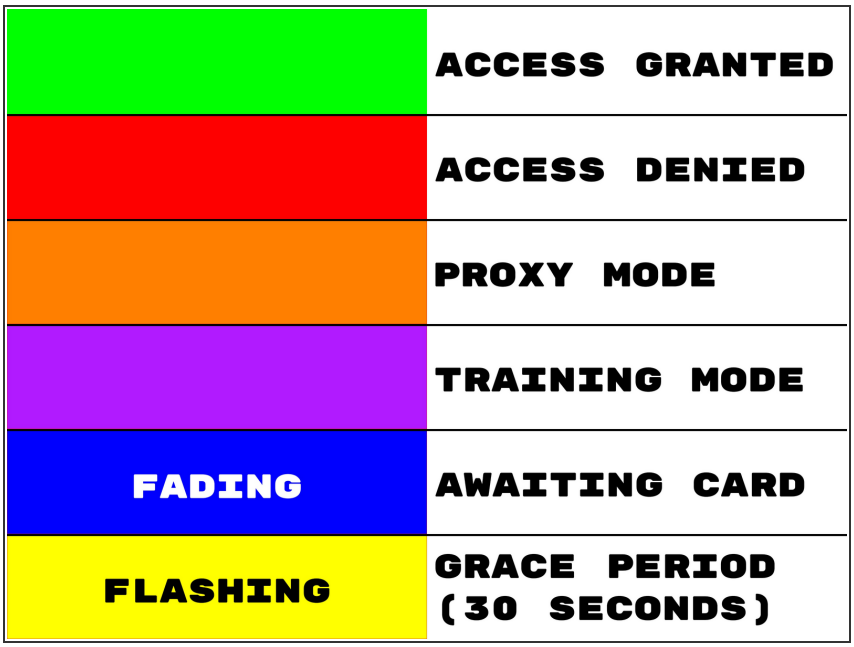
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INTRODUCTION

Portal boxes control access to all equipment in the makerspaces. They're easy to use and help keep makerspaces running. Please take three minutes to read this guide so you understand how to operate Portal boxes.

Step 1 — Portal box color guide



- GREEN = AUTHORIZED
- RED = UNAUTHORIZED / TIMEOUT
- ORANGE = PROXY MODE
- PURPLE = TRAINING MODE
- BLUE (pulsing) = AWAITING CARD
- YELLOW (flashing) = GRACE PERIOD ACTIVE

Step 2 — Turning on and off equipment



- Find the Portal box for the equipment you wish to use. The box should be fading blue off and on.
- Insert your makerspace card. If you are authorized, the box will turn green within a few seconds and the associated equipment will turn on.
- Leave your card in the Portal box the entire time you are using the equipment.
- When you're done using equipment, remove your card. The box will flash yellow and beep for 30 seconds. Press the green button to silence the beeping and turn off the equipment.
- The Portal box should return to fading blue.

Step 3 — Using a proxy card



- Sometimes you wish to leave a device running while you use something else. This is particularly useful with long 3D print jobs. The way to accomplish this is by using a Proxy card.
- Begin by inserting your makerspace card into the Portal box for equipment you are authorized to use. Once the box turns green, remove your card. The box will flash yellow and beep. The box has entered a 30 second grace period.
- Within 30 seconds, insert the proxy card. The box will turn solid orange and stop beeping. The equipment will remain powered and you can use your makerspace card elsewhere.

⚠ The exception here is laser cutter use. Proxy cards do not work with laser cutters. NEVER LEAVE AN OPERATING LASER CUTTER UNATTENDED!

Portal boxes should be ORANGE when a proxy card is inserted. NEVER INSERT A PROXY CARD ON TOP OF YOUR MAKERSPACE CARD! Always REMOVE your card first, THEN insert the proxy card.

Step 4 — Avoiding timeout



- Certain pieces of equipment should not be left on for prolonged periods of time such as soldering irons. If you walk away from equipment and forget to remove your card, the Portal box will timeout automatically after a predetermined period of time and power down the equipment. Before timeout occurs the box will flash red and beep for 60 seconds.
- If you are still using a piece of equipment when this timeout begins, simply press the green button. This resets the timeout period, silences the beeping and flashing, and maintains equipment power.

Step 5 — Unauthorized user



- If you insert your makerspace card in a Portal box for equipment you are not authorized to use the box will turn red and the equipment will not power on.
- Please see a makerspace tech if you would like to be certified to use a piece of equipment.

ⓘ Certain pieces of equimpent also require a positive account balance in addition to authorization, such as the espresso machine. If you are authorized for equipment but the Portal box turns red you need to add funds to your account.

Enjoy working in the makerspaces!